DOCUMENT RESUME

ED 397 292 CE 072 177

TITLE	Mississippi Curriculum Framework for Medical Assisting Technology Programs (CIP: 51.0801--Medical Assistant). Postsecondary Programs.
INSTITUTION	Mississippi Research and Curriculum Unit for Vocational and Technical Education, State College.
SPONS AGENCY	Mississippi State Dept. of Education, Jackson. Office of Vocational and Technical Education.
PUB DATE	1 Aug 95
NOTE	74p.; For related documents, see CE 072 162-231.
PUB TYPE	Guides - Classroom Use - Teaching Guides (For Teacher) (052)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	Allied Health Occupations Education; Behavioral Objectives; Community Colleges; Competence; *Competency Based Education; Core Curriculum; Educational Equipment; Leadership; *Medical Assistants; *Medical Services; State Curriculum Guides; Statewide Planning; Technical Institutes; Two Year Colleges
IDENTIFIERS	Mississippi

ABSTRACT

This document, which is intended for use by community and junior colleges throughout Mississippi, contains curriculum frameworks for the course sequences in the medical assisting technology program. Presented in the introductory section are a description of the program and suggested course sequence. Section I lists baseline competencies, and section II consists of outlines for each of the following courses in the sequence: medical assisting technology courses--medical terminology; medical law and ethics; pharmacology for medical assistants; medical business practices; medical transcription; clinical procedures I; medical laboratory; medical insurance; computer concepts for medical assistants; clinical procedures II; externship; clinical review; related vocational-technical courses---introduction to computers and business communications; and related academic courses in anatomy and physiology I and II, secretarial accounting, principles of accounting I, and college algebra. Each course outline contains some/all of the following: course name and abbreviation; course classification; course description; prerequisites; and competencies and suggested objectives. Recommended tools and equipment are listed in section III. Appended are lists of related academic topics and workplace skills for the 21st century and student competency profiles for both courses. (KC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED 397 292

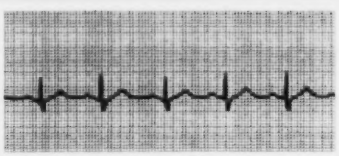
Mississippi Curriculum Framework for

Medical Assisting Technology

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
☐ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."



CE072177

Postsecondary
Vocational and Technical Education
1995

BEST COPY AVAILABLE

MISSISSIPPI

CURRICULUM FRAMEWORK

FOR

MEDICAL ASSISTING TECHNOLOGY PROGRAMS

(CIP: 51.0801 - Medical Assistant)

POSTSECONDARY PROGRAMS 1995

Direct inquiries to:

Program Coordinator
Allied Health and Related Technology
Office of Vocational and Technical Education
Mississippi Department of Education
P.O. Box 771
Jackson, Mississippi 39205
(601) 359-3461

For copies of this publication, contact:

Research and Curriculum Unit
P. O. Drawer DX
Mississippi State, MS 39762
(601) 325-2510

Published by the:

Office of Vocational and Technical Education
Mississippi Department of Education
Jackson, Mississippi

Research and Curriculum Unit for Vocational and Technical Education
College of Education
Mississippi State University
Mississippi State, Mississippi

1995

Mississippi State University does not discriminate on the basis of race, color, religion, national origin, sex, age, handicap/disability, or veteran status.

FOREWORD

In order to survive in today's global economy, businesses and industries have had to adopt new practices and procedures. Total quality management, statistical process control, participatory management, and other concepts of high performance work organizations are practices by which successful companies survive. Employers now expect their employees to be able to read, write, and communicate effectively; solve problems and make decisions; and interact with the technologies that are prevalent in today's workplace. Vocational-technical education programs must also adopt these practices in order to provide graduates who can enter and advance in the changing work world.

The curriculum framework in this document reflect these changes in the workplace and a number of other factors that impact on local vocational-technical programs. Federal and state legislation calls for articulation between high school and community college programs, integration of academic and vocational skills, and the development of sequential courses of study that provide students with the optimum educational path for achieving successful employment. National skills standards, developed by industry groups and sponsored by the U. S. Departments of Education and Labor, provide vocational educators with the expectations of employers across the United States. All of these factors are reflected in the framework found in this document.

Each postsecondary program of instruction consists of a program description and a suggested sequence of courses which focus on the development of occupational competencies. Each vocational-technical course in this sequence has been written using a common format which includes the following components:

- Course Name - A common name that will be used by all community/junior colleges in reporting students.
- Course Abbreviation - A common abbreviation that will be used by all community/junior colleges in reporting students.
- Classification - Courses may be classified as:
  - Vocational-technical core - A required vocational-technical course for all students.
  - Vocational-technical elective - An elective vocational-technical course.
  - Related academic course - An academic course which provides academic skills and knowledge directly related to the program area.
  - Academic core - An academic course which is required as part of the requirements for an Associate degree.
- Description - A short narrative which includes the major purpose(s) of the course and the recommended number of hours of lecture and laboratory activities to be conducted each week during a regular semester.

- Prerequisites - A listing of any prerequisite courses that must be taken prior to or on enrollment in the course.
- Competencies and Suggested Objectives - A listing of the competencies (major concepts and performances) and of the suggested student objectives that will enable students to demonstrate mastery of these competencies.

The following guidelines were used in developing the program(s) in this document and should be considered in compiling and revising course syllabi and daily lesson plans at the local level:

- The content of the courses in this document reflects approximately 75 percent of the time allocated to each course. For example, in a four semester hour course consisting of 30 hours lecture and 120 hours of laboratory activities, approximately 22 hours of lecture and 90 hours of lab should be taken by the competencies and suggested objectives identified in the course framework. The remaining 25 percent of each course should be developed at the local district level and may reflect:
  - Additional competencies and objectives within the course related to topics not found in the State framework, including activities related to specific needs of industries in the community college district.
  - Activities which develop a higher level of mastery on the existing competencies and suggested objectives.
  - Activities and instruction related to new technologies and concepts that were not prevalent at the time the current framework was developed/revised.
  - Activities which implement components of the Mississippi Tech Prep initiative, including integration of academic and vocational-technical skills and coursework, school-to-work transition activities, and articulation of secondary and postsecondary vocational-technical programs.
  - Individualized learning activities, including worksite learning activities, to better prepare individuals in the courses for their chosen occupational area.

- Sequencing of the course within a program is left to the discretion of the local district. Naturally, foundation courses related to topics such as safety, tool and equipment usage, and other fundamental skills should be taught first. Other courses related to specific skill areas and related academics, however, may be sequenced to take advantage of seasonal and climatic conditions, resources located outside of the school, and other factors.

- Programs that offer an Associate of Applied Science degree must include a minimum 15 semester credit hour academic core. Specific courses to be taken within this core are to be determined by the local district. Minimum academic core courses are as follows:

- 3 semester credit hours Math/Science Elective
- 3 semester credit hours Written Communications Elective
- 3 semester credit hours Oral Communications Elective
- 3 semester credit hours Humanities/Fine Arts Elective
- 3 semester credit hours Social/Behavioral Science Elective

It is recommended that courses in the academic core be spaced out over the entire length of the program, so that students complete some academic and vocational-technical courses each semester. Each community/junior college has the discretion to select the actual courses that are required to meet this academic core requirement.

- In instances where secondary programs are directly related to community and junior college programs, competencies and suggested objectives from the high school programs are listed as Baseline Competencies. These competencies and objectives reflect skills and knowledge that are directly related to the community and junior college vocational-technical program. In adopting the curriculum framework, each community and junior college is asked to give assurances that:
  - students who can demonstrate mastery of the Baseline Competencies do not receive duplicate instruction, and
  - students who cannot demonstrate mastery of this content will be given the opportunity to do so.

- The roles of the Baseline Competencies are to:
  - Assist community/junior college personnel in developing articulation agreements with high schools, and
  - Ensure that all community and junior college courses provide a higher level of instruction than their secondary counterparts

- The Baseline Competencies may be taught as special "Introduction" courses for 3-6 semester hours of institutional credit which will not count toward Associate degree requirements. Community and junior colleges may choose to integrate the Baseline Competencies into ongoing courses in lieu of offering the "Introduction" courses or may offer the competencies through special projects or individualized instruction methods.

- Technical elective courses have been included to allow community colleges and students to customize programs to meet the needs of industries and employers in their area.

ACKNOWLEDGEMENTS

Review Team

Kaye Roberson, Northeast Mississippi Community College
Linda Edwards, Hinds Community College

RCU Staff

Dr. Darla Haines, Ph.D., Research and Curriculum Specialist

MDE Staff

Sandra Bates, R.N., State Supervisor, Allied Health and Related Technology

Reviewers

Anita Wheat
William E. Wilson
Lisa Williams

Technical Committee

Judy Stanford
June Cotton
Sarah C. Sawyer
Monica Stennis
Barbara Hayman
Mike Higginbotham
Jim Tesar
Rebecca Champion
Linda Barrett
Sandra Freeman
Deborah Rogers
Lynette Miller
Sharon Burch

TABLE OF CONTENTS

Page

FOREWORD iii

ACKNOWLEDGEMENTS vii

MEDICAL ASSISTING TECHNOLOGY PROGRAM DESCRIPTION 1

MEDICAL ASSISTING TECHNOLOGY SUGGESTED COURSE SEQUENCE 2

SECTION I: BASELINE COMPETENCIES 5

SECTION II: CURRICULUM GUIDE FOR MEDICAL ASSISTING TECHNOLOGY 11

Medical Assisting Technology Courses 13
Medical Terminology 15
Medical Law and Ethics 16
Pharmacology for Medical Assistants 19
Medical Business Practices 21
Medical Transcription 24
Clinical Procedures I 26
Medical Laboratory for Medical Assistants 29
Medical Insurance 31
Computer Concepts for Medical Assistants 33
Clinical Procedures II 35
Externship 36
Clinical Review 39

Related Vocational-Technical Courses 41
Introduction to Computers 43
Business Communications 45

Related Academic Courses 47
Anatomy and Physiology I 49
Anatomy and Physiology II 50
Secretarial Accounting 51
Principles of Accounting I 52
College Algebra 53

SECTION III: RECOMMENDED TOOLS AND EQUIPMENT 55

APPENDIX A: RELATED ACADEMIC TOPICS A-1

APPENDIX B: WORKPLACE SKILLS B-1

APPENDIX C: STUDENT COMPETENCY PROFILE C-1

PROGRAM DESCRIPTION

MEDICAL ASSISTING TECHNOLOGY

The Medical Assistant is an individual who assists physicians in their offices or other medical settings. A wide range of duties is included in many aspects of the physician's practice. The business administrative duties include scheduling and receiving patients; obtaining patients' data; maintaining medical records; handling telephone calls, correspondence, reports, and manuscripts; assuming responsibility for office care; and handling insurance matters, office accounts, fees, and collections. The clinical duties may include preparing the patient for examination, obtaining vital signs, taking medical histories, assisting with examinations and treatments, performing routine office laboratory procedures and electrocardiograms, sterilizing instruments and equipment for office procedures, and instructing patients in preparation for x-ray and laboratory examinations. Both administrative and clinical duties involve purchasing and maintaining supplies and equipment. A medical assistant may also be responsible for personnel and office management.

Six semester hours of the academic credits must be in Anatomy and Physiology. CPR-C and first aid certification are prerequisites to the program.

MEDICAL ASSISTING TECHNOLOGY

SUGGESTED COURSE SEQUENCE*

Baseline Competencies for Medical Assisting Technology**

FIRST YEAR

3 sch	Written Communications Elective	4 sch	Medical Business Practices (MET 1314)
3 sch	Medical Terminology (MET 1213)	3 sch	Medical Transcription (MET 1323)
4 sch	Anatomy and Physiology I (BIO 1514)	3 sch	Clinical Procedures I (MET 1413)
4 sch	Introduction to Computers (CPT 1114)	4 sch	Anatomy and Physiology II (BIO 1524)
3 sch	Medical Law and Ethics (MET 1513)	3 sch	Math/Science Elective (MAT 1313)
3 sch	Pharmacology for Medical Assistants (MET 1713)	17 sch	
20 sch			

SECOND YEAR

3 sch	Oral Communications Elective	3 sch	Clinical Procedures II (MET 2423)
4 sch	Medical Laboratory for Medical Assistants (MET 2614)	3 sch	Business Communications (BOT 2813)
4 sch	Medical Insurance (MET 2524)	6 sch	Externship (MET 2916)
3-4 sch	Secretarial Accounting (ACC 1114) or Principles of Accounting (ACC 1213)	2 sch	Clinical Review (MET 2432)
3 sch	Social/Behavioral Science Elective	3 sch	Humanities/Fine Arts Elective
4 sch	Computer Concepts for Medical Assistants (MET 2314)* (District option elective)	17 sch	
17-21 sch			

* Students who lack entry level skills in math, English, science, etc., will be provided related studies.

** Baseline competencies are taken from the high school Allied Health program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

SECTION I:

BASELINE COMPETENCIES

BASELINE COMPETENCIES FOR POSTSECONDARY MEDICAL ASSISTING TECHNOLOGY PROGRAMS

The following competencies and suggested objectives are taken from the publication *Mississippi Curriculum Framework for Secondary Allied Health*. These competencies and objectives represent the baseline for entrance into the postsecondary Medical Assisting Technology courses. Students enrolled in postsecondary courses should either (1) have documented mastery of these competencies, or (2) be provided with these competencies before studying the advanced competencies in the Medical Assisting Technology program.

Baseline competencies may be integrated into existing courses in the curriculum or taught as special "Introduction" courses. The "Introduction" courses may be taught for up to six semester hours of institutional credit and may be divided into two courses. If the Baseline Competencies are to be taught as "Introduction" courses, each course should be at least 3 credit hours. The following course number(s) and description should be used:

Course Name(s): Introduction to Medical Assisting Technology, Introduction to Medical Assisting Technology I, or Introduction to Medical Assisting Technology II

Course Abbreviation(s): MAT 100(3-6), MAT 1013, MAT 1023

Classification: Vocational-Technical Core

Description: These courses contain the baseline competencies and suggested objectives from the high school Secondary Allied Health curriculum which directly related to the community college Medical Assisting program. The courses are designed for students entering the community college who have had no previous training or documented experience in the field. (3-6 semester hours based upon existing skills for each student. May be divided into 2 courses for a maximum total of 6 hours of institutional credit.)

Competencies and Suggested Objectives:

1. Review material related to course and professional organizations.
   a. Identify student and course expectations.
   b. Demonstrate effective teamwork skills.
   Related Academic Topics (See Appendix A): C1, C6
   Workplace Skills (See Appendix B): WP2
2. Apply communications in health care.
   a. Utilize effective communication skills.
   Related Academic Topics (See Appendix A): C1, C6
   Workplace Skills (See Appendix B): WP2, WP3

3. Develop individual career awareness in the health care industry.
   a. Describe careers in direct health care.

   Related Academic Topics (See Appendix A): C1, C6
   Workplace Skills (See Appendix B): WP2
4. Explain professional ethics and legal responsibility.
   a. Explain professional ethics and legal responsibility including negligence, malpractice, and health occupation code of conduct.
   b. Define confidentiality.

   Related Academic Topics (See Appendix A): C1, C4, C6
   Workplace Skills (See Appendix B): WP2, WP3
5. Explain client's rights.
   a. Identify ways to promote client's rights and privacy.
   b. Respect client.

   Related Academic Topics (See Appendix A): C1, C6
   Workplace Skills (See Appendix B): WP3
6. Utilize universal precautions.
   a. Explain importance of universal precautions in life practices and health care.
   b. Explain the state and federal government's role in universal precautions.
   c. Relate universal precautions to the transmission of infectious diseases including HIV, AIDS, HBV, and TB.
   d. Demonstrate hand-washing technique.
   e. Demonstrate donning and removing clean gloves.

   Related Academic Topics (See Appendix A): C1, C4, C6, S8
   Workplace Skills (See Appendix B): WP2
7. Recognize safety procedures and policies.
   a. Describe basic safety procedures.
   b. Describe accident prevention methods and disaster plans.
   c. Follow facility policies.

   Related Academic Topics (See Appendix A): C1, C4, C6, S8
   Workplace Skills (See Appendix B): WP2
8. Perform basic safety procedures.
   a. Assist with basic emergency procedures to include falls, seizures, fainting.
   b. Attain Class C certification in cardiopulmonary resuscitation.
   c. Demonstrate body mechanics.

   Related Academic Topics (See Appendix A): C1, C4, C6, S8
   Workplace Skills (See Appendix B): WP2, WP6
9. Recognize and use medical terminology.
   a. Demonstrate the use of medical references to spell medical terms correctly.
   b. Spell designated medical terms correctly.
   c. Define and divide medical terms into root words, prefixes, and suffixes.

d. Interpret the common medical abbreviations and symbols including meanings, and uses.
e. Demonstrate the use of medical terms and abbreviations in reading, speaking, interpreting, and writing simulated medical records.

Related Academic Topics (See Appendix A): C1, C4, C5, C6, S1, S8
Workplace Skills (See Appendix B): WP2, WP4

10. Recognize the structure and functions of each organ system and apply related basic skills.
    a. Interpret the basic organization of the body.
    b. Interpret the basic structures and functions of the integumentary system.
    c. Interpret the basic structures and functions of the musculoskeletal system.
    d. Interpret the basic structures and functions of the circulatory system.
        i. Define, locate, and check the four main vital signs.
    e. Interpret the basic structures and functions of the respiratory system.
    f. Interpret the basic structures and functions of the digestive system.
    g. Interpret the basic structures and functions of the urinary system.
    h. Interpret the basic structures and functions of the nervous system.
    i. Interpret the basic structures and functions of the sensory system.
    j. Interpret the basic structures and functions of the reproductive system.
    k. Interpret the basic structures and functions of the endocrine system.

    Related Academic Topics (See Appendix A): C1, C2, C5, C6, M4, S1, S8
    Workplace Skills (See Appendix B): WP2, WP3, WP4

11. Develop patient contact care skills by utilizing medical terminology and basic skills in a health care setting.
    a. Demonstrate how to don and remove sterile gloves using sterile technique.
    b. Demonstrate how to open sterile packages without contaminating contents using sterile technique.
    c. Prepare a basic sterile dressing tray without contamination using sterile technique.
    d. Identify basic supplies used for dressing change including forceps, sterile scissors, and gauze.
    e. Demonstrate donning and removing isolation mask, eye shields, cap, gown, goggles, and cover shoes according to health care facility policy.
    f. Demonstrate double bagging technique and isolation technique according to health care facility policy.
    g. Define three general principles of isolation, three purposes of isolation, and five types of isolation according to CDC/OSHA guidelines.
    h. Demonstrate measurement of height and weight according to health care facility guidelines.

    Related Academic Topics (See Appendix A): C1, C2, C4, C6, M4, S1, S8
    Workplace Skills (See Appendix B): WP2, WP3, WP6

12. Demonstrate job seeking and job keeping skills.
    a. Prepare a resume containing essential information.
    b. Complete a job application form.
    c. Explain procedures for job interviews.
    d. Demonstrate the role of an applicant in a job interview.
    e. Describe job interview etiquette.
    f. Maintain positive relations with clients and peers.
    g. Demonstrate job keeping skills.

    Related Academic Topics (See Appendix A): C1, C4, C6
    Workplace Skills (See Appendix B): WP2, WP3

SECTION II:

CURRICULUM GUIDE

FOR

MEDICAL ASSISTING TECHNOLOGY

MEDICAL ASSISTING TECHNOLOGY COURSES

Course Name: Medical Terminology

Course Abbreviation: MET 1213

Classification: Vocational-Technical Core

Description: This course is a study of medical language relating to the various body systems including diseases, procedures, clinical specialties, and abbreviations. In addition to term definitions, emphasis is placed on correct spelling and pronunciation. (3 sch: 3 hr. lecture)

Prerequisites: None

Competencies and Suggested Objectives:

1. Recognize and discuss word components, terms, procedures and abbreviations related to the various body systems.
   a. Identify combining forms, suffixes, and prefixes related to the various body systems.
   b. Identify and discuss disease terms related to the various body systems.
   c. Identify diagnostic imaging, clinical, surgical, and laboratory procedures related to the various body systems.
   d. Identify abbreviations related to the various body systems.
   e. Define, spell, pronounce, and use terms related to the various body systems.

   Related Academic Topics (See Appendix A): C1, C3, S1
   Workplace Skills (See Appendix B): WP2, WP6

Course Name: Medical Law and Ethics

Course Abbreviation: MET 1513

Classification: Vocational-Technical Core

Description: This course covers medical law, ethics, acts; legal relationship of physician and patient; legal responsibilities of the medical assistant; and professional liability. (3 sch: 3 hr. lecture)

Prerequisites: None

Competencies and Suggested Objectives:

1. Define and discuss basic legal concepts.
   a. Distinguish between civil and criminal law.
   b. Differentiate between a felony and a misdemeanor.
   c. Distinguish between negligence and malpractice.
   d. List the elements of civil malpractice litigation.
   e. Identify the phases followed in trying medical malpractice cases.
   f. Identify the stages of appeal.
   g. Identify the economic impact of malpractice litigation on the cost of medicine.
   h. Define subpoena ducas tecum.
   i. Define tort.
   j. Distinguish between law, morals, ethics, and etiquette.

   Related Academic Topics (See Appendix A): C1, C4, C6
   Workplace Skills (See Appendix B): WP2, WP6
2. Perform within ethical boundaries.
   a. Identify ways that employment in a medical office carries legal obligations for the patient, employer, employee, and state.
   b. Describe the Creed of the American Association of Medical Assistants, the preamble to the Code of Ethics of the American Medical Association, and provisions of the Uniform Anatomical Gift Act and the Nuremburg Code.

   Related Academic Topics (See Appendix A): C1, C4
   Workplace Skills (See Appendix B): WP2, WP6
3. Practice within the scope of education, training, and personal capabilities.
   a. Explain standard of care.
   b. Describe the professional conduct for medical office personnel to prevent medical malpractice lawsuits.

   Related Academic Topics (See Appendix A): C1, C3, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6

4. Maintain confidentiality.
   a. Explain confidentiality and privileged communication.
   b. Apply the legal doctrine of privileged communication to the contents of a medical record.
   c. Determine who has legitimate access to patient information.
   d. Explain the correct procedure for reporting communicable diseases in a manner that maintains confidentiality.

   Related Academic Topics (See Appendix A): C1, C3, C4, C5
   Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6
5. Document accurately.
   a. Explain the importance of medical record credibility.
   b. Demonstrate the acceptable method for making corrections to a medical record.

   Related Academic Topics (See Appendix A): C1, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
6. Determine needs for documentation and reporting.
   a. List different types of medical records.

   Related Academic Topics (See Appendix A): C1, C2
   Workplace Skills (See Appendix B): WP2
7. Use appropriate guidelines when releasing records or information.
   a. Describe the legal, moral, and ethical aspects of informed consent.
   b. Identify the owner of a medical record.
   c. Identify the procedures necessary for release of information from the medical record.

   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP3, WP6
8. Follow established policy in initiating or terminating medical treatment.
   a. Identify and explain a patient's Bill of Rights.

   Related Academic Topics (See Appendix A): C1, C4
   Workplace Skills (See Appendix B): WP4
9. Dispose of controlled substances in compliance with government regulations.
   a. Discuss the propriety of drug testing in employment.

   Related Academic Topics (See Appendix A): C5
   Workplace Skills (See Appendix B): WP4
10. Maintain licenses and accreditation.
    a. Describe the law as applied to the medical assistant.

    Related Academic Topics (See Appendix A): C1, C6
    Workplace Skills (See Appendix B): WP4
11. Monitor legislation related to current healthcare issues and practices.
    a. Identify questions surrounding bioethics and its impact on future generations.

b. Identify ethical questions surrounding life, death, and its impact on future generations.

Related Academic Topics (See Appendix A): C1, C4
Workplace Skills (See Appendix B): WP4

12. Maintain liability coverage.

Related Academic Topics (See Appendix A): C1, C5
Workplace Skills (See Appendix B): WP2, WP6

13. Discuss legal responsibilities for minors, incompetents, and special needs patients.

a. Identify the problems associated with Acquired Immune Deficiency Syndrome (AIDS).

Related Academic Topics (See Appendix A): C1, C4, C6
Workplace Skills (See Appendix B): WP6

Course Name: Pharmacology for Medical Assistants

Course Abbreviation: MET 1713

Classification: Vocational-Technical Core

Description: This course is designed for the medical assistant working outside the hospital setting. The text reflects current and commonly used practices, procedures, medication, and drug preparation. At all times, safety is emphasized for the health professional administering the medication and the patients receiving the medication. Accuracy is stressed. (3 sch: 3 hr. lecture)

Prerequisites: None

Competencies and Suggested Objectives:

1. Calculate drug dosages.
   a. Convert household measures to apothecary and metric system.
   b. Calculate dosages based on body weight and body surface area.
   c. Solve clinical calculations involved in the administration of medication with 100% accuracy.
   d. Use knowledge of appropriate methods of rounding doses when administering medications.

   Related Academic Topics (See Appendix A): C1, C4, M4
   Workplace Skills (See Appendix B): WP4, WP6
2. Identify the major drug classifications.
   a. Name five drugs in each drug classification.
   b. Identify the action, indication, usual dosage, and adverse reactions of commonly used drugs.

   Related Academic Topics (See Appendix A): C1, C4
   Workplace Skills (See Appendix B): WP2, WP6
3. Identify the five controlled substances schedules.
   a. Define the five controlled substances schedules and give examples of drugs listed in each.
   b. Explain storage, inventory, and record keeping for controlled substances.
   c. Explain the significance of the Controlled Substances Act of 1970.
   d. Dispose of controlled substances in compliance with government regulations.

   Related Academic Topics (See Appendix A): C1, C6
   Workplace Skills (See Appendix B): WP2
4. State principles of medication administration.
   a. Identify and define the standard abbreviations and symbols used in prescribing and administering medications.
   b. State the "Five Rights" of proper drug administration.

c. State the guidelines for safe drug administration.
d. Identify the various methods and routes of administration of medication.

Related Academic Topics (See Appendix A): C1, C4, C6
Workplace Skills (See Appendix B): WP2, WP6

5. State the routes of medication administration and be able to state advantages and disadvantages of each.
   a. List the five routes of medication administration.
   b. Identify special considerations related to administering medications to infants and children such as:
      i. Calculations of drug dosage for children
      ii. Preferred route of administration of medication
      iii. Preferred site of IM injections in children.

Related Academic Topics (See Appendix A): C1, C4, C6
Workplace Skills (See Appendix B): WP2, WP6

Course Name: Medical Business Practices

Course Abbreviation: MET 1314

Classification: Vocational-Technical Core

Description: The purpose of this course is to teach the student to work in the administrative medical assisting position. Its aim is to provide the student with practice situations through the use of simulated office settings, pegboard simulation, and demonstration. The student will exercise good judgment, act independently, and cope with interruptions. (4 sch: 3 hr. lecture, 2 hr. lab)

Prerequisites: Introduction to Computers (CPT 1114)

Competencies and Suggested Objectives:

1. Display professionalism.
   a. Practice within the scope of education, training, and personal capabilities.
      i. Differentiate between the duties of an administrative medical assistant and a clinical medical assistant.
      ii. List secretarial skills needed by an assistant.
   b. Conduct oneself in a courteous and diplomatic manner.
      i. List and describe personal attributes essential to an administrative and clinical medical assistant.
      ii. Discuss the professional conduct in a medical office.
   c. Promote the profession.
      i. List the advantages of a professional affiliation.

   Related Academic Topics (See Appendix A): C1, C3, C6
   Workplace Skills (See Appendix B): WP2, WP3, WP6
2. Evaluate understanding of communication.
   a. Use listening and observation skills.
   b. Treat all patients with empathy and impartiality.
   c. Adapt communication to individual's abilities to understand.
   d. Recognize and respond to verbal and non-verbal communication.
   e. Serve as a liaison between physician and others.
   f. Evaluate understanding of communication.
   g. Receive, organize, prioritize, and transmit information.
      i. List the information needed when a patient is referred to another doctor.
      ii. List the steps in taking complete and accurate messages.
   h. Use proper telephone technique.
      i. Describe proper telephone etiquette and techniques when answering and screening calls, and in emergency situations.
   i. Interview effectively.

j. Use medical terminology appropriately.
k. Compose written communication using correct grammar, spelling, and format.

Related Academic Topics (See Appendix A): C1, C3, C4, C5, C6
Workplace Skills (See Appendix B): WP2, WP3, WP6

3. Perform administrative duties.
   a. Perform basic secretarial skills.
      i. List and classify records according to filing categories.
      ii. Perform the basic rules of filing by solving filing problems using given situations from the instructor.
      iii. Screen and process incoming mail.
      iv. List the mail classifications, postal and delivery services, and define each.
   b. Schedule and monitor appointments.
      i. List and apply principles to follow when making an appointment.
      ii. List one type of appointment delay, irregular appointment, and emergency.
   c. Prepare and maintain medical records.
      i. List the information needed for new patient registration.
      ii. List the steps for retention and destruction schedule for various office records.
      iii. List the four main headings of a patient history using the Problem-Oriented Medical Record (POMR) or the Subjective Objective Assessment Plan (SOAP) format.
   d. Locate resources and information for patients.
      i. Select and prepare the proper forms for procedures requiring a patient's permission.
   e. Manage physician's professional schedule and travel.

Related Academic Topics (See Appendix A): C1, C3, C4, C5, C6
Workplace Skills (See Appendix B): WP1, WP2, WP3, WP6

4. Manage the office environment.
   a. Maintain the physical plant.
   b. Operate and maintain facilities and equipment safely.
   c. Inventory equipment and supplies.
      i. List suitable filing equipment and supplies for the office.
   d. Evaluate and recommend equipment and supplies for a practice.
   e. Obtain liability coverage.
   f. Exercise efficient time management.
      i. Exercise efficient time management (simulation).

Related Academic Topics (See Appendix A): C1, C3, C4, C6
Workplace Skills (See Appendix B): WP1, WP2, WP6

28

5. Manage practice finances.
   a. Use manual bookkeeping systems.
      i. List the advantages of super bill and other cash flow improvement services.
      ii. Differentiate among the various types of accounting systems.
      iii. Utilize each part of the pegboard package.
   b. Implement current procedural terminology and ICD-9 coding.
   c. Analyze and use current third-party guidelines for reimbursement.
      i. Complete insurance claim forms.
   d. Manage accounts receivable.
      i. List the necessary patient credit information.
      ii. Itemize and type statements of accounts.
      iii. Compose mailable collection letters.
      iv. Explain credit procedures to the patient in the physician's office including the Truth in Lending Act.
      v. Discuss the Fair Practice Act.
      vi. Prepare an age analysis summary.
      vii. Explain the functions of a credit bureau.
      viii. Identify federal bankruptcy and garnishment laws.
      ix. Identify when to utilize small claims court.
      x. Discuss an estate claim.
   e. Manage accounts payable.
   f. Maintain records for accounting and banking purposes.
      i. List and compare the different types of fees used in billing.
      ii. Describe special fee services.

Related Academic Topics (See Appendix A): C1, C2, C4, C5
Workplace Skills (See Appendix B): WP2, WP6

Course Name: Medical Transcription

Course Abbreviation: MET 1323

Classification: Vocational-Technical Core

Description: This course includes concepts in medical dictation and word processing in health care facilities; transcribing techniques and practice in transcribing basic medical reports; and application of medical transcription standards in a medical transcription center. (3 sch: 2 hr. lecture, 2 hr. lab)

Pre/Corequisites: Medical Terminology (MET 1213), Introduction to Computers (CPT 1114)

Competencies and Suggested Objectives:

1. Utilize knowledge of medical transcription.
   a. Identify and describe types of reports commonly transcribed in the medical setting.
   b. Demonstrate utilization of the basic rules of punctuation, capitalization, abbreviation, transcription of numbers, word division, and word endings.
   c. Describe content and purpose of two clinical reports: radiology and pathology.

   Related Academic Topics (See Appendix A): C1, C3, C4
   Workplace Skills (See Appendix B): WP2, WP6
2. Perform medical transcription.
   a. Utilize the "listen, stop, type" method of transcription to transcribe dictation of the three basic medical reports into accurate and acceptable format.
   b. Apply proofreading skills to transcribed medical reports.
   c. Apply editing skills to transcribed medical reports.
   d. Transcribe dictation of the eight types of clinical reports into accurate and acceptable format including: history and physical exam, radiology, operative, pathology, request for consultation, discharge summaries, death summaries, and autopsy.

   Related Academic Topics (See Appendix A): C3, C4, C6
   Workplace Skills (See Appendix B): WP2, WP6
3. Describe the rules, organization and structure of the program, hospital, and profession.
   a. Describe the flow of work through a medical transcription area/word processing center.

b. Describe the factors which result in an efficient, productive medical transcription center.

Related Academic Topics (See Appendix A): C1, C6
Workplace Skills (See Appendix B): WP3, WP6

Course Name: Clinical Procedures I

Course Abbreviation: MET 1413

Classification: Vocational-Technical Core

Description: The purpose of this course is to introduce the student to clinical skills. This course also provides students with opportunities to practice and demonstrate proficiency in the procedures listed in the AAMA/AMA DACUM Analysis. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisites: Successful completion of Medical Terminology (MET 1213), Pharmacology for Medical Assistants (MET 1713), Medical Law and Ethics (MET 1513) are required.

Competencies and Suggested Objectives:

1. Display professionalism.
   a. Perform within ethical boundaries.
   b. Practice within the scope of education, training, and personal capabilities.
   c. Maintain confidentiality.
   d. Work as a team member.
   Related Academic Topics (See Appendix A): C1, C3, C6
   Workplace Skills (See Appendix B): WP3
2. Evaluate understanding of communication.
   a. Use medical terminology appropriately.
   Related Academic Topics (See Appendix A): C1, C2, C3, C4, C5, C6
   Workplace Skills (See Appendix B): WP3, WP6
3. Perform clinical duties.
   a. Apply principles of aseptic technique and infection control.
      i. Describe the infection cycle of disease transmission.
      ii. Identify disinfectants and antiseptics commonly used in the medical office.
      iii. Employ OSHA guidelines as stated in the Federal Register.
      iv. Use universal precautions in life practices and health care.
      v. Explain and demonstrate handwashing techniques.
      vi. Don and remove sterile and nonsterile gloves.
      vii. Demonstrate proper disposal of all contaminated items.
      viii. Demonstrate the procedure for wrapping items to be autoclaved.
   b. Take vital signs.
      i. Demonstrate vital signs.
      ii. Describe the different designs of glass clinical thermometers and their appropriate uses.
      iii. Perform the cleaning and storing of mercury thermometers.

iv. Accurately measure oral, rectal, and axillary temperature, identifying the normal temperature value and relative accuracy of each.
v. Describe the situations when oral temperature measurement is contraindicated.
vi. Locate the five pulse points.

c. Recognize emergencies.
d. Perform first aid and CPR.
i. Maintain cardiopulmonary resuscitation (CPR-C) certification.
ii. Demonstrate the ability to operate and maintain emergency equipment and supplies in a medical office.
iii. Demonstrate the ability to provide first aid measures for selected emergencies.
e. Prepare and maintain examination and treatment area.
i. Demonstrate proper cleansing of the examination and treatment area.
ii. Identify and state the purpose of each instrument used in clinical procedures.
iii. Demonstrate the proper care, storage, and maintenance of instruments.
f. Interview and take patient history.
i. Define subjective and objective symptoms.
ii. Assess height and weight according to health care facility guidelines.
g. Prepare patients for procedures.
i. Demonstrate and explain each of the examination positions including:
(1) Prone
(2) Dorsal recumbent
(3) Supine
(4) Sim's
(5) Fowler's
(6) Knee-chest
(7) Lithotomy
(8) Trendelenburg
(9) Reverse Trendelenburg
h. Assist physician with examinations and treatments.
i. Record pediatric measurements on growth charts.
ii. Demonstrate the procedure for eye/ear irrigation.
iii. Assist with physical examinations to include:
(1) Pelvic
(2) Rectal
(3) Pap smear
(4) Breast
(5) Obstetric (OB)
(6) Testicular
i. Use quality control.
i. Practice sanitization, disinfection, and sterilization.

j. Perform selected tests that assist with diagnosis and treatment.
   i. Administer screening tests of visual acuity.
   ii. Describe screening tests of auditory acuity.

Related Academic Topics (See Appendix A): C1, C2
Workplace Skills (See Appendix B): WP2, WP3, WP6

Course Name: Medical Laboratory for Medical Assistants

Course Abbreviation: MET 2614

Classification Vocational-Technical Core

Description: This course covers techniques of the clinical laboratory including competent use of the microscope, and understanding the theory and knowledge of the common laboratory tests performed in the physician's office. Develops proficiency in laboratory procedures commonly performed in a physician's office including collection, preparation of specimens, urinalysis, hematology, and biopsy. (4 sch: 3 hr. lecture, 2 hr. lab)

Prerequisites: Anatomy and Physiology I (BIO 1514) and II (BIO 1524), Clinical Procedures I (MET 1412), and Medical Terminology (MET 1213)

Competencies and Suggested Objectives:

1. State the organization and function of the medical laboratory.
   a. List the organization and function of the medical laboratory.
   Related Academic Topics (See Appendix A): C1, C4, C6
   Workplace Skills (See Appendix B): WP2, WP6
2. Perform clinical duties.
   a. Collect and process specimens.
      i. Discuss the hazards in a medical laboratory.
      ii. Discuss and practice laboratory safety procedures.
      iii. Perform a capillary puncture.
      iv. Perform urine specimen collection techniques.
      v. Demonstrate throat specimen collection techniques.
      vi. Explain the procedure for inculcation and incubation of a throat culture.
   b. Perform selected tests that assist with diagnosis and treatment.
      i. Perform the preparation of a microhematocrit sample, while defining the significance of the red-tipped and the blue-tipped capillary tubes.
      ii. Perform manual and automated hematology procedures.
      iii. Perform the erythrocyte sedimentation test.
      iv. Describe the interaction of blood vessels, platelets, coagulation factors, and fibrinolytic systems in normal and abnormal hemostasis.
      v. Perform ABO slide typing on a blood sample.
      vi. Interpret and record the results of ABO slide typing.
      vii. Perform Rh slide typing.
      viii. Perform a slide test for pregnancy.

ix. Perform a urine pregnancy test.
x. Perform a latex particle slide test for infectious mononucleosis.
xi. Describe the formation and composition of urine.
xii. Explain the properties involved in the physical, chemical, and microscopic examination of urine.
xiii. Perform the testing involved in the physical, chemical, and microscopic examination of urine.
xiv. Correlate results of urinalysis with clinical conditions.
xv. Perform lab tests as outlined by the test manufacturer to determine the presence and/or amount of substance(s) in the blood.
xvi. Record laboratory results accurately.
xvii. Solve laboratory mathematics problems.
xviii. Perform the Gram stain procedure and interpret the Gram stain reactions.

c. Screen and follow up patient test results.
i. Briefly describe the function, composition, normal values, and characteristics of blood.
ii. Discuss common blood disorders.

d. Use quality control.
i. Define accuracy and precision.
ii. Perform quality control procedures.
iii. Explain the importance of quality control in the doctor's office laboratory; draw a Levy-Jennings graph; plot quality control results; and interpret these results.

e. Prepare and administer medications as directed by physician.

Related Academic Topics (See Appendix A): C1, C2, C4, C5, C6, S8
Workplace Skills (See Appendix B): WP 2, WP3, WP6

3. Manage the office.

a. Operate and maintain facilities and equipment safely.
i. Identify glassware used in the laboratory and explain use, care, and proper cleaning of each.
ii. Explain the proper care, use, function, and storage of the microscope.
iii. Discuss erroneous results due to equipment error.
iv. Operate equipment used in the clinical laboratory.

Related Academic Topics (See Appendix A): C1, C2, C5, C6
Workplace Skills (See Appendix B): WP5, WP6

Course Name: Medical Insurance

Course Abbreviation: MET 2524

Classification: Vocational-Technical Core

Description: The purpose of this course is to acquaint the student with different types of insurance, including Unemployment Compensation, disability, Worker's Compensation or industrial insurance, federal Medicare, state Medicaid, Medicare-Medicaid, group plans such as Blue Cross and Blue Shield, and Civilian Health and Medical Program of the Uniformed Services (CHAMPUS). Practical approach to insurance billing; basic medical and insurance abbreviations and terminology will be presented. (4 sch: 3 hr. lecture, 2 hr. lab)

Prerequisites: None

Competencies and Suggested Objectives:

1. Manage practice finances.
   a. Implement current procedural terminology and ICD-9 coding.
      i. Identify the purpose of coding for professional services.
      ii. Use procedure code books properly
      iii. Define procedure code terminology.
      iv. Identify the importance and use of modifiers in procedure coding.
      v. Use proper coding procedures.
      vi. Identify the purpose of coding diagnoses.
      vii. Use diagnostic code books properly.
      viii. State the meaning of basic abbreviations and symbols in the code books.
      ix. Define diagnostic code terminology.
      x. Code after completing diagnostic code problems.
      xi. Identify the purpose of diagnosis related groups.
      xii. Define terminology related to diagnosis related groups.
      xiii. Describe how payment is made based on diagnosis related groups.
      xiv. Perform Current Procedure Terminology (CPT) coding and International Classification of Diseases - Clinical Modification (ICD-9-CM) coding with accuracy.
   b. Analyze and use current third-party guidelines for reimbursement.
      i. Define the major classes of health insurance contracts.
      ii. Describe federal, state, and private health insurance plans.
      iii. Define common insurance, medical, and diagnostic terms.
      iv. Obtain from the patient record the information for completing an insurance claim form.
      v. Process the Universal Health Insurance Claim Form.

vi. Type the insurance form correctly.
vii. Record on the patient's ledger card after submitting a claim.
viii. Cite the essential features of Blue Cross and Blue Shield Plans, and explain how the plans came into existence.
ix. Differentiate among usual, customary, and reasonable fees.
x. Identify the reciprocity symbol, and know how to bill under this program.
xi. Obtain information from the patient's identification card(s).
xii. Explain the Federal Employee Program.
xiii. Explain Medicaid.
xiv. Explain Medicare.
xv. Know the proper service codes when submitting the Medicare form.
xvi. List who is covered under federal Workers' Compensation laws.
xvii. List who is covered under state Workers' Compensation laws.
xviii. Define Workers' Compensation insurance and employers' liability insurance.
xix. Define nondisability, temporary disability, and permanent disability.
xx. Perform billing in a Workers' Compensation case, and identify what to do about a delinquent claim.
xxi. Define a Prepaid Health Plan (PHP).
xxii. Identify the four types of prepaid health plans.
xxiii. Differentiate between Health Maintenance Organization (HMO) and Prepaid Health Plans.
xxiv. Identify HMO benefits and eligibility requirements.
xxv. Discuss Professional Review Organizations (PRO's).
xxvi. Define independent practice associations (IPA).
xxvii. Define preferred provider organizations.
xxviii. Discuss Federal disability plans.
xxix. Describe electronic claims transmission.
xxx. Formulate an insurance claims register or log.

Related Academic Topics (See Appendix A): C1, C4, C5, C6
Workplace Skills (See Appendix B): WP2, WP3, WP6

Course Name: Computer Concepts for Medical Assistants

Course Abbreviation: MET 2314

Classification: Vocational-Technical Elective

Description: This course will introduce students to the capabilities of a medical practice management software program typical of those currently used in doctors' offices. After completion of this course, the students will have knowledge about working with patient accounts, insurance claim forms, and handling reports dealing with management of the medical practice. (4 sch: 2 hr. lecture, 4 hr. lab)

Prerequisites: None

Competencies and Suggested Objectives:

1. Post patient charges and payments.
   a. Enter patient account information.
   b. Describe the relationships of the guarantor and patient.
   c. Explain the process of posting accounts.
   d. Modify or correct a patient account.
   e. Post payments from accounts.
   f. Make posting adjustments from the procedure entry screen.
   g. Make posting adjustments from the payment entry screen.
   Related Academic Topics (See Appendix A): C1, C4, C6
   Workplace Skills (See Appendix B): WP2, WP6
2. Generate super bills, billing statements, and insurance claim forms.
   a. Discuss functions of a super bill.
   b. Create a super bill.
   c. Explain several methods for billing patients on a regular basis.
   d. Print the patient's statements.
   e. Name and describe three types of insurance plans.
   f. Describe three methods for collecting insurance payments.
   Related Academic Topics (See Appendix A): C1, C4, C6
   Workplace Skills (See Appendix B): WP2, WP6
3. Age accounts receivable.
   a. Discuss the account aging process.
   b. Explain the purpose and importance of a period, close, and purge.
   Related Academic Topics (See Appendix A): C1, C3
   Workplace Skills (See Appendix B): WP2, WP6
4. Process practice management data.
   a. Describe the flow of information in the medical office.
   b. Discuss the role of computers in today's medical office.
   c. Discuss the purpose of the medical manager program.

d. Describe why the system date should not be advanced until specific times.

Related Academic Topics (See Appendix A): C1, C3, C4, C6
Workplace Skills (See Appendix B): WP2, WP5, WP6

5. Print patient and practice reports.
   a. Retrieve and print patient reports including guarantor reports, insured party reports, referring party reports, and ailment reports.
   b. Retrieve and print medical practice reports including procedure code reports, diagnostic code reports, claim center reports, service facility reports, current period reports, and system summary reports.

Related Academic Topics (See Appendix A): C1, C3, C4, C6
Workplace Skills (See Appendix B): WP2, WP6

Course Name: Clinical Procedures II

Course Abbreviation: MET 2423

Classification: Vocational-Technical Core

Description: This course is a continuation of Clinical Procedures I. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisites: Clinical Procedures I (MET 1413)

Competencies and Suggested Objectives:

1. Perform clinical duties.
   a. Prepare and maintain treatment area.
      i. Prepare minor office surgery tray.
   b. Prepare patients for procedures.
      i. Instruct patients in preparation for radiological and sonographic studies.
      ii. Instruct patients in preparation for minor office surgery.
      iii. Perform skin prep of surgery site.
   c. Assist physician with examinations and treatments.
      i. Assist with minor office surgery.
   d. Perform selected tests that assist with diagnosis and treatment.
      i. Discuss a vital capacity test.
      ii. Describe the electrical conduction system of the heart.
      iii. Perform an electrocardiogram (EKG).
      iv. Define EKG artifacts and then list their causes on an EKG.
   e. Prepare and administer medications as directed by physician.
      i. Name the tissue layers and sites of injection for intradermal, intramuscular, z-track and subcutaneous injections.
      ii. Perform the proper technique for administering intradermal, intramuscular, z-track, and subcutaneous injections.

Related Academic Topics (See Appendix A): C1, C2, C3, C4, C5, C6
Workplace Skills (See Appendix B): WP2, WP3, WP6

Course Name: Externship

Course Abbreviation: MET 2916

Classification: Vocational-Technical Core

Description: This course includes supervised experience in medical offices to provide student with a comprehensive application of knowledge and skills in front office procedures, and clinical skills to include clinical laboratory procedures, examination room techniques, pharmacology, radiology, and medical records. (6 sch: 18 hr. clinical)

Prerequisites: Successful completion of all freshman and first semester sophomore courses is required.

Competencies and Suggested Objectives:

1. Display professionalism.
   a. Project a positive attitude.
   b. Perform within ethical boundaries.
   c. Practice within the scope of education, training, and personal capabilities.
   d. Maintain confidentiality.
   e. Work as a team member.
   f. Conduct oneself in a courteous and diplomatic manner.
   g. Adapt to change.
   h. Show initiative and responsibility.
   i. Promote the profession.

   Related Academic Topics (See Appendix A): C4, C6
   Workplace Skills (See Appendix B): WP2, WP3, WP6
2. Use communication skills.
   a. Use listening and observation skills.
   b. Treat all patients with empathy and impartiality.
   c. Adapt communication to individual's abilities to understand.
   d. Recognize and respond to verbal and non-verbal communication.
   e. Serve as liaison between physician and others.
   f. Evaluate understanding of communication.
   g. Receive, organize, prioritize, and transmit information.
   h. Use proper telephone technique.
   i. Interview effectively.
   j. Use medical terminology appropriately.

   Related Academic Topics (See Appendix A): C1, C2, C3, C4, C5, C6
   Workplace Skills (See Appendix B): WP2, WP6

3. Perform administrative duties.
   a. Perform basic secretarial skills.
   b. Schedule and monitor appointments.
   c. Prepare and maintain medical records.
   d. Apply computer concepts for office procedures.
   e. Perform medical transcription.
   f. Locate resources and information for patients and employers.
   g. Manage physician's professional schedule and travel.

   Related Academic Topics (See Appendix A): C1, C3, C6
   Workplace Skills (See Appendix B): WP2, WP3, WP6
4. Perform clinical duties.
   a. Apply principles of aseptic technique and infection control.
   b. Take vital signs.
   c. Recognize emergencies.
   d. Perform first aid and CPR.
   e. Prepare and maintain examination and treatment area.
   f. Interview and take patient history.
   g. Prepare patients for procedures.
   h. Assist physician with examinations and treatments.
   i. Use quality control.
   j. Collect and process specimens.
   k. Perform selected tests that assist with diagnosis and treatment.
   l. Screen and follow up patient test results.
   m. Prepare and administer medications as directed by physician.
   n. Maintain medication records.

   Related Academic Topics (See Appendix A): C1, C2, C3, C4, C6
   Workplace Skills (See Appendix B): WP2, WP6
5. Apply legal concepts to practice.
   a. Document accurately.
   b. Determine needs for documentation and reporting.
   c. Use appropriate guidelines when releasing records or information.
   d. Follow established policy in initiating or terminating medical treatment.
   e. Dispose of controlled substances in compliance with government regulations.
   f. Monitor legislation related to current healthcare issues and practice.

   Related Academic Topics (See Appendix A): C1, C4, C6
   Workplace Skills (See Appendix B): WP2, WP6
6. Manage the office.
   a. Maintain the physical plant.
   b. Operate and maintain facilities and equipment safely.
   c. Inventory equipment and supplies.
   d. Evaluate and recommend equipment and supplies for a practice.

e. Obtain liability coverage.
f. Exercise efficient time management.

Related Academic Topics (See Appendix A): C1, C4, C6
Workplace Skills (See Appendix B): WP2, WP3, WP6

7. Provide instruction.
   a. Orient patients to office policies and procedures.
   b. Instruct patients with special needs.
   c. Teach patients methods of health promotion and disease prevention.

   Related Academic Topics (See Appendix A): C1, C4, C6
   Workplace Skills (See Appendix B): WP2, WP3, WP6
8. Manage practice finances.
   a. Use manual bookkeeping systems.
   b. Implement current procedural terminology and ICD-9 coding.
   c. Analyze and use current third-party guidelines for reimbursement.
   d. Manage accounts receivable.
   e. Manage accounts payable.
   f. Maintain records for accounting and banking purposes.
   g. Observe process of employee payroll.

   Related Academic Topics (See Appendix A): C1, C4, C5, C6
   Workplace Skills (See Appendix B): WP2, WP3, WP6

Course Name: Clinical Review

Course Abbreviation: MET 2432

Classification: Vocational-Technical Core

Description: This course is designed to prepare a medical assistant with the knowledge and skills necessary to perform the general, administrative, and clinical duties in medical care facilities. It is a comprehensive review of all areas covered on the certification examination for medical assistants. (2 sch: 2 hr. lecture)

Prerequisites: Concurrent registration in Externship (MET 2916)

Competencies and Suggested Objectives:

1. Perform general duties of a medical assistant.
   a. Knowledge and use of medical terminology.
   b. Knowledge of anatomy and physiology.
   c. Display professionalism.
   d. Use communication skills effectively.
   e. Recognize medicolegal guidelines and requirements.

   Related Academic Topics (See Appendix A): C1, C6
   Workplace Skills (See Appendix B): WP2, WP6
2. Perform administrative duties of a medical assistant.
   a. Perform typing and data entry.
   b. Select and use equipment correctly.
   c. Utilize computer concepts.
   d. Perform records management.
   e. Screen and process mail.
   f. Schedule and monitor appointments.
   g. Utilize resource information and community services.
   h. Manage physician's professional schedule and travel.
   i. Manage the office.
   j. Follow office policies and procedures.
   k. Manage practice finances.

   Related Academic Topics (See Appendix A): C1, C3, C4, C6
   Workplace Skills (See Appendix B): WP2, WP3, WP6
3. Perform clinical duties of a medical assistant.
   a. Utilize principles of infection control.
   b. Maintain treatment area.
   c. Perform patient preparation and assist the physician.
   d. Conduct patient history interview.
   e. Collect and process specimens.
   f. Prepare and administer medications.

g. Recognize emergency situations.
h. Perform first aid.

Related Academic Topics (See Appendix A): C1, C2, C3, C4, C6
Workplace Skills (See Appendix B): WP2, WP3, WP6

RELATED VOCATIONAL-TECHNICAL COURSES

Course Name: Introduction to Computers

Course Abbreviation: CPT 1114

Classification: Vocational-Technical Core (From Business and Office and Related Technology)

Description: This course is an introduction to information processing concepts and applications including operating systems, word processing, electronic spreadsheets, data management, graphics, and BASIC programming. (4 sch: 2 hr. lecture, 4 hr. lab)

Prerequisites: None

Competencies and Suggested Objectives:

1. Identify the advantages and disadvantages of the computer to individuals and businesses.
2. Identify the roles and equipment used with input, processing, and information system output.
3. Identify common disk operating system procedures.
4. Identify terms associated with concepts in information processing.
5. Identify skills associated with information processing.
6. Identify correct safety procedures.
7. Develop keyboarding skills to produce mailable documents.
8. Demonstrate the ability to use a dictionary, word book, and a reference manual.
9. Prepare letters using full block and modified block letter styles, and prepare envelopes according to U.S. Postal regulations.
10. Create and print mailable document including:
    a. Page format
        i. Tabs
        ii. Margins and page length
        iii. Line spacing
    b. Input text
        i. Insert text
        ii. Replace text
        iii. Delete text
        iv. Center
        v. Underline
    c. Edit document
        i. Insert/delete a blank line
        ii. Find and replace

iii. Block editing
  (1) Copy
  (2) Move
  (3) Delete
iv. Spell check document
v. Save document
vi. Print document
  (1) Print selected text
  (2) Print entire document
vii. Get an existing file

11. Complete a files management project on the microcomputer, including:
  a. Design a file
  b. Add forms to the file
  c. Edit selected forms
  d. Delete selected forms
  e. Generate reports
  f. Print labels
12. Design and print a database report.
13. Design and print mailing labels on the microcomputer.
14. Use a spreadsheet program to prepare an appropriate tempiate and insert given data for personal, business, and education application including the following features:
  a. Column headings
  b. Row headings
  c. Delete headings
  d. Set cell styles
  e. Type values in cells
  f. Create formulas
  g. Recalculate
  h. Print
15. Merge a database application and a spreadsheet application with a word processing document.
16. Generate and print graphs from given data.
17. Use available software to input personal, business, and organizational names in proper indexing order, and produce an alphabetical list.
18. Write and run a simple program using BASIC statements to include CLS, New, REM, Print, Let, Input, Data, Read, If Then, Go To.

Course Name: Business Communications

Course Abbreviation: BOT 2813

Classification: Vocational-Technical Core (From Business and Office and Related Technology)

Description: This course develops communication skills with emphasis on principles of writing business correspondence and reports, and analyzing and summarizing information in a logically written presentation. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisites: Mechanics of Communication (BOT 1713) and Keyboarding (BOT 1013) or equivalent; or consent of instructor

Competencies and Suggested Objectives:

1. Organize and compose effective business letters, memorandums, reports, and messages.
   a. Identify direct, indirect, and persuasive approaches to writing business letters.
   b. Develop skills to produce clear, concise, complete, accurate, and courteous messages.

   Related Academic Skills (See Appendix A): C1, C4, C5
   Workplace Skills (See Appendix B): WP4, WP6
2. Prepare written communications involved in the job application process.
   a. Complete an application form.
   b. Update a personal data sheet.
   c. Compose letters of application, follow-up, acceptance, and resignation.

   Related Academic Skills (See Appendix A): C1, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Demonstrate sensitivity in communicating with a diverse workforce.
   a. Research and identify factors that impact communication.
   b. Apply appropriate strategies for successful communication.

   Related Academic Skills (See Appendix A): C1, C4, C5
   Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6
4. Develop communication skills for an international audience.
   a. Prepare documents in correct style for international communications.
   b. Research and identify the customs of the people with whom you are communicating.
   c. List resources to utilize in finding answers to questions related to international business communications.
   d. Investigate the use of translation software.

   Related Academic Skills (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6

RELATED ACADEMIC COURSES

Course Name: Anatomy and Physiology I

Course Abbreviation: BIO 1514

Classification: Related Academic

Description: A lecture/laboratory course dealing with the anatomical and physiological study of the human body, particularly the molecular, cellular, tissue, organs, and systems. Each system is considered in detail regarding both structure and function.

Course Name: Anatomy and Physiology II

Course Abbreviation: BIO 1524

Classification: Related Academic

Description: A lecture/laboratory course of the systems listed, but not covered in BIO 1514.

Course Name: Secretarial Accounting

Course Abbreviation: ACC 1114

Classification: Related Academic

Description: Fundamentals of accounting and their application to various types of business as to ownership, organization, and functions. ACC 1114 includes the full accounting cycle for double-entry accounting. The major purpose is to provide a basic accounting knowledge for prospective office workers.

Course Name: Principles of Accounting I

Course Abbreviation: ACC 1213

Classification: Related Academic

Description: A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting.

Course Name: College Algebra

Course Abbreviation: MAT 1313

Classification: Related Academic

Description: This course includes equations, inequalities, functions and graphs, circles, polynomial and rational functions, and systems of equations and inequalities.

Prerequisites: At least two units of high school algebra, or MAT 1233.

SECTION III:

RECOMMENDED TOOLS AND EQUIPMENT

RECOMMENDED TOOLS AND EQUIPMENT FOR POSTSECONDARY MEDICAL ASSISTING TECHNOLOGY

Capitalized Items

1. Arm, arterial training (1 per 2 students)
2. Calculator (1 per student)
3. Chemistry analyzer, dryslide (1 per program)
4. Chemistry Serolyzer with reagent set (1 per program)
5. Centrifuge, table top (5 per program)
6. EKG machine with stand (1 per program)
7. Examination table (1 per program)
8. Eye wash station (2 per program)
9. Glucometer (1 per program)
10. Hematology analyzer, automated (1 per program)
11. Hematocrit machine (1 per program)
12. Intramuscular training buttocks (1 per 2 students)
13. Lamp, gooseneck (1 per program)
14. Manikin, child size (2 per program)
15. Manikin, CPR adult (2 per program)
16. Manikin, CPR baby (2 per program)
17. Mayo tray and stand (1 per program)
18. Microscope, oil immersion (1 per student)
19. Nebulizer (1 per program)
20. Opthalmoscope/otoscope combination (1 per program)
21. Portable oxygen unit (1 per program)
22. Refractometer (5 per program)
23. Rotor for centrifuge (1 per centrifuge)
24. Scale, physician (1 adult and 1 pediatric per program)
25. Semiautomated cell counter (1 per program)
26. Thermometer, digital (1 per program)
27. Thermometer, electronic (1 per program)
28. Thermometer, tympanic (1 per program)
29. Transcriber with headphone and foot pedals (1 per student)
30. Treatment cabinet (1 per program)
31. Refractometer (1 per program)
32. Unimeter (1 per program)
33. Wheelchair, adult (1 per program)

Non-Capitalized Item(s)

1. Bandages, triangular (10 per program)
2. Bandages, Ace-type (1 set of assorted widths and sizes)
3. Bedsheets, disposable (5 boxes/100 per program)

4. Capes, disposable (5 boxes/100 per program)
5. Ishahara color blindness chart (1 per program)
6. Pillows, disposable (1 box per program)
7. Pillowcases, disposable (1 box per program)
8. Slide drying racks (1 per 2 students)
9. Snellen Eye Chart (1 per program)
10. Sphygmomanometer, wall mount (aneroid or mercury) (1 per program)
11. Stethoscope (1 per 2 students)
12. Towels, disposable (1 case per program)
13. Washcloths, disposable (1 case per program)

INSTRUCTIONAL AIDS

1. Autoclave (1 per program)
2. Cabinet, file (lateral) (1 per program)
3. Computer, color with accessories (1 per student)
4. Printer, laser (1 per 2 computers)
5. TV monitor, 25" color (1 per program)
6. Typewriter (1 per program)
7. VCR (1 per program)
8. Percussion hammer (1 per program)
9. Stethoscope, dual teaching (1 per program)

SUGGESTED REFERENCES (1 per program except where otherwise noted):

CPT Book
Dictionary (medical or generic) (5 per program)
ICD-9-CM Coding Book (latest version) (1 per 2 students)
HCPCS Coding Book
Better Reimbursement Nurses Drug Guide
Physician's Desk Reference
Medical Assisting: Administrative and Clinical Competencies w/workbook
Medical Law, Ethics, and Bioethics in the Medical Office
Hillcrest Medical Center Beginning Medical Transcription Course
Taber's Medical Dictionary
Principles of Pharmacology for Medical Assistants
The Medical Assisting Examination Guide (A Comprehensive Review for Certification)
Medical Office Procedures
Medical Pegboard Procedures
Terminology for Allied Health Professionals
Understanding Medical Insurance
CPT-4 E/M Coding Student Workbook
CPT-4 Coding Book

Basic Medical Laboratory Techniques
A.A.M.A. Candidates Guide Book
Medical Terminology Made Easy w/cassette tape
Law, Liability and Ethics for Medical Office Personnel (2nd ed.)
Procedures in Phlebotomy
Administrative Medical Assisting (3rd ed.)
Student Review Manual for the Administrative Medical Assistant
Student Review Manual for the Clinical Assistant
Essentials of Pharmacology for Health Professionals

VIDEOS:

CPR--American Red Cross version
Universal Precautions
AIDS/HIV
Substance Abuse

SOFTWARE:

The Medical Manager, student version 5.3 (1 per computer)

APPENDIX A:

RELATED ACADEMIC TOPICS

APPENDIX A

RELATED ACADEMIC TOPICS FOR COMMUNICATIONS

C1 Interpret written material.
C2 Interpret visual materials (maps, charts, graphs, tables, etc.).
C3 Listen, comprehend, and take appropriate actions.
C4 Access, organize, and evaluate information.
C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.
C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.

EXPANDED TOPICS FOR COMMUNICATIONS

TOPIC C1: Interpret written material.

C1.01 Read and follow complex written directions.
C1.02 Recognize common words and meanings associated with a variety of occupations.
C1.03 Adjust reading strategy to purpose and type of reading.
C1.04 Use sections of books and reference sources to obtain information.
C1.05 Compare information from multiple sources and check validity.
C1.06 Interpret items and abbreviations used in multiple forms.
C1.07 Interpret short notes, memos, and letters.
C1.08 Comprehend technical words and concepts.
C1.09 Use various reading techniques depending on purpose for reading.
C1.10 Find, read, understand, and use information from printed matter or electronic sources.

TOPIC C2: Interpret visual materials (maps, charts, graphs, tables, etc.).

C2.01 Use visuals in written and in oral presentations.
C2.02 Recognize visual cues to meaning (layout, typography, etc.).
C2.03 Interpret and apply information using visual materials.

TOPIC C3: Listen, comprehend, and take appropriate action.

C3.01 Identify and evaluate orally-presented messages according to purpose.
C3.02 Recognize barriers to effective listening.
C3.03 Recognize how voice inflection changes meaning.
C3.04 Identify speaker signals requiring a response and respond accordingly.
C3.05 Listen attentively and take accurate notes.
C3.06 Use telephone to receive information.

C3.07 Analyze and distinguish information from formal and informal oral presentations.

TOPIC C4: Access, organize, and evaluate information.

C4.01 Distinguish fact from opinion.
C4.02 Use various print and non-print sources for specialized information.
C4.03 Interpret and distinguish between literal and figurative meaning.
C4.04 Interpret written or oral communication in relation to context and writer's point of view.
C4.05 Use relevant sources to gather information for written or oral communication.

TOPIC C5: Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.

C5.01 Select appropriate words for communication needs.
C5.02 Use reading, writing, listening, and speaking skills to solve problems.
C5.03 Compose inquiries and requests.
C5.04 Write persuasive letters and memos.
C5.05 Edit written reports, letters, memos, and short notes for clarity, correct grammar, and effective sentences.
C5.06 Write logical and understandable statements, phrases, or sentences for filling out forms, for correspondence or reports.
C5.07 Write directions or summaries of processes, mechanisms, events, or concepts.
C5.08 Select and use appropriate formats for presenting reports.
C5.09 Convey information to audiences in writing.
C5.10 Compose technical reports and correspondence that meet accepted standards for written communications.

TOPIC C6: Communicate ideas and information using oral and written forms for a variety of audiences and purposes.

C6.01 Give complex oral instructions.
C6.02 Describe a business or industrial process/mechanism.
C6.03 Participate effectively in group discussions and decision making.
C6.04 Produce effective oral messages utilizing different media.
C6.05 Explore ideas orally with partners.
C6.06 Participate in conversations by volunteering information when appropriate and asking relevant questions when appropriate.
C6.07 Restate or paraphrase a conversation to confirm one's own understanding.
C6.08 Gather and provide information utilizing different media.

C6.09 Prepare and deliver persuasive, descriptive, and demonstrative oral presentations.

RELATED ACADEMIC TOPICS FOR MATHEMATICS

M1 Relate number relationships, number systems, and number theory.
M2 Explore patterns and functions.
M3 Explore algebraic concepts and processes.
M4 Explore the concepts of measurement.
M5 Explore the geometry of one-, two-, and three-dimensions.
M6 Explore concepts of statistics and probability in real world situations.
M7 Apply mathematical methods, concepts, and properties to solve a variety of real-world problems.

EXPANDED TOPICS FOR MATHEMATICS

TOPIC M1: Relate number relationships, number systems, and number theory.

M1.01 Understand, represent, and use numbers in a variety of equivalent forms (integer, fraction, decimal, percent, exponential, and scientific notation) in real world and mathematical problem situations.
M1.02 Develop number sense for whole numbers, fractions, decimals, integers, and rational numbers.
M1.03 Understand and apply ratios, proportions, and percents in a wide variety of situations.
M1.04 Investigate relationships among fractions, decimals, and percents.
M1.05 Compute with whole numbers, fractions, decimals, integers, and rational numbers.
M1.06 Develop, analyze, and explain procedures for computation and techniques for estimations.
M1.07 Select and use an appropriate method for computing from among mental arithmetic, paper-and-pencil, calculator, and computer methods.
M1.08 Use computation, estimation, and proportions to solve problems.
M1.09 Use estimation to check the reasonableness of results.

TOPIC M2: Explore patterns and functions.

M2.01 Describe, extend, analyze, and create a wide variety of patterns.
M2.02 Describe and represent relationships with tables, graphs, and rules.
M2.03 Analyze functional relationships to explain how a change in one quantity results in a change in another.
M2.04 Use patterns and functions to represent and solve problems.
M2.05 Explore problems and describe results using graphical, numerical, physical, algebraic, and verbal mathematical models or representations.

M2.06 Use a mathematical idea to further their understanding of other mathematical ideas.
M2.07 Apply mathematical thinking and modeling to solve problems that arise in other disciplines, such as art, music, and business.

TOPIC M3: Explore algebraic concepts and processes.

M3.01 Represent situations and explore the interrelationships of number patterns with tables, graphs, verbal rules, and equations.
M3.02 Analyze tables and graphs to identify properties and relationships and to interpret expressions and equations.
M3.03 Apply algebraic methods to solve a variety of real world and mathematical problems.

TOPIC M4: Explore the concepts of measurement.

M4.01 Estimate, make,and use measurements to describe and compare phenomena.
M4.02 Select appropriate units and tools to measure to the degree of accuracy required in a particular situation.
M4.03 Extend understanding of the concepts of perimeter, area, volume, angle measure, capacity, and weight and mass.
M4.04 Understand and apply reasoning processes, with special attention to spatial reasoning and reasoning with proportions and graphs.

TOPIC M5: Explore the geometry of one-, two-, and three-dimensions.

M5.01 Identify, describe, compare, and classify geometric figures.
M5.02 Visualize and represent geometric figures with special attention to developing spatial sense.
M5.03 Explore transformations of geometric figures.
M5.04 Understand and apply geometric properties and relationships.
M5.05 Classify figures in terms of congruence and similarity and apply these relationships.

TOPIC M6: Explore the concepts of statistics and probability in real world situations.

M6.01 Systematically collect, organize, and describe data.
M6.02 Construct, read, and interpret tables, charts, and graphs.
M6.03 Develop an appreciation for statistical methods as powerful means for decision making.
M6.04 Make predictions that are based on exponential or theoretical probabilities.

M6.05 Develop an appreciation for the pervasive use of probability in the real world.

TOPIC M7: Apply mathematical methods, concepts, and properties to solve a variety of real-world problems.

M7.01 Use computers and/or calculators to process information for all mathematical situations.
M7.02 Use problem-solving approaches to investigate and understand mathematical content.
M7.03 Formulate problems from situations within and outside mathematics.
M7.04 Generalize solutions and strategies to new problem situations.

RELATED ACADEMIC TOPICS FOR SCIENCE

S1 Explain the Anatomy and Physiology of the human body.
S2 Apply the basic biological principles of Plants, Viruses and Monerans, Algae, Protista, and Fungi.
S3 Relate the nine major phyla of the kingdom anomaly according to morphology, anatomy, and physiology.
S4 Explore the chemical and physical properties of the earth to include Geology, Meteorology, Oceanography, and the Hydrologic Cycle.
S5 Investigate the properties and reactions of matter to include symbols, formulas and nomenclature, chemical equations, gas laws, chemical bonding, acid-base reactions, equilibrium, oxidation-reduction, nuclear chemistry, and organic chemistry.
S6 Explore the principles and theories related to motion, mechanics, electricity, magnetism, light energy, thermal energy, wave energy, and nuclear physics.
S7 Explore the principles of genetic and molecular Biology to include the relationship between traits and patterns of inheritance, population genetics, the structure and function of DNA, and current applications of DNA technology.
S8 Apply concepts related to the scientific process and method to include safety procedures for classroom and laboratory; use and care of scientific equipment; interrelationships between science, technology and society; and effective communication of scientific results in oral, written, and graphic form.

EXPANDED TOPICS FOR SCIENCE

TOPIC S1: Explain the Anatomy and Physiology of the human body.

S1.01 Recognize common terminology and meanings.
S1.02 Explore the relationship of the cell to more complex systems within the body.

S1.03 Summarize the functional anatomy of all the major body systems.
S1.04 Relate the physiology of the major body systems to its corresponding anatomy.
S1.05 Compare and contrast disease transmission and treatment within each organ system.
S1.06 Explore the usage of medical technology as related to human organs and organ systems.
S1.07 Explain the chemical composition of body tissue.

TOPIC S2: Apply the basic biological principles of Plants, Viruses and Monerans, Algae, Protista, and Fungi.

S2.01 Identify the major types and structures of plants, viruses, monera, algae protista, and fungi.
S2.02 Explain sexual and asexual reproduction.
S2.03 Describe the ecological importance of plants as related to the environment.
S2.04 Analyze the physical chemical and behavioral process of a plant.

TOPIC S3: Relate the nine major phyla of the kingdom anomaly according to morphology, anatomy, and physiology.

S3.01 Explain the morphology, anatomy, and physiology of animals.
S3.02 Describe the characteristics, behaviors, and habitats of selected animals.

TOPIC S4: Explore the chemical and physical properties of the earth to include Geology, Meteorology, Oceanography, and the Hydrologic Cycle.

S4.01 Examine minerals and their identification, products of the rock cycle, byproducts of weathering, and the effects of erosion.
S4.02 Relate the Hydrologic Cycle to include groundwater its zones, movement, and composition; surface water systems, deposits, and runoff.
S4.03 Consider the effects of weather and climate on the environment.
S4.04 Examine the composition of seawater; wave, tides, and currents; organisms, environment, and production of food; energy, food and mineral resources of the oceans.

TOPIC S5: Investigate the properties and reactions of matter to include symbols, formulas and nomenclature, chemical equations, gas laws, chemical bonding, acid-base reactions, equilibrium, oxidation-reduction, nuclear chemistry, and organic chemistry.

S5.01 Examine the science of chemistry to include the nature of matter, symbols, formulas and nomenclature, and chemical equations.

S5.02 Identify chemical reactions including precipitation, acids-bases, and reduction-oxidation.
S5.03 Explore the fundamentals of chemical bonding and principles of equilibrium.
S5.04 Relate the behavior of gases.
S5.05 Investigate the structure, reactions, and uses of organic compounds; and investigate nuclear chemistry and radiochemistry.

TOPIC S6: Explore the principles and theories related to motion, mechanics, electricity, magnetism, light energy, thermal energy, wave energy, and nuclear physics.

S6.01 Examine fundamentals of motion of physical bodies and physical dynamics.
S6.02 Explore the concepts and relationships among work, power, and energy.
S6.03 Explore principles, characteristics, and properties of electricity, magnetism, light energy, thermal energy, and wave energy.
S6.04 Identify principles of modern physics related to nuclear physics.

TOPIC S7: Explore the principles of genetic and molecular Biology to include the relationship between traits and patterns of inheritance; population genetics, the structure and function of DNA, and current applications of DNA technology.

S7.01 Examine principles, techniques, and patterns of traits and inheritance in organisms.
S7.02 Apply the concept of population genetics to both microbial and multicellular organism.
S7.03 Identify the structure and function of DNA and the uses of DNA technology in science, industry, and society.

TOPIC S8: Apply concepts related to the scientific process and method to include safety procedures for classroom and laboratory; use and care of scientific equipment; interrelationships between science, technology and society; and effective communication of scientific results in oral, written, and graphic form.

S8.01 Apply the components of scientific processes and methods in classroom and laboratory investigations.
S8.02 Observe and practice safe procedures in the classroom and laboratory.
S8.03 Demonstrate proper use and care for scientific equipment.
S8.04 Investigate science careers, and advances in technology.
S8.05 Communicate results of scientific investigations in oral, written, and graphic form.

APPENDIX B:

WORKPLACE SKILLS

APPENDIX B
WORKPLACE SKILLS FOR THE 21ST CENTURY

WP1 Allocates resources (time, money, materials and facilities, and human resources).

WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.

WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.

WP4 Applies systems concept including basic understanding, monitoring and correction system performance, and designing and improving systems.

WP5 Selects, applies, and maintains/troubleshoots technology.

WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.

APPENDIX C:

STUDENT COMPETENCY PROFILE

STUDENT COMPETENCY PROFILE

Student: _____

This record is intended to serve as a method of noting student achievement of the competencies in each course. It can be duplicated for each student and serve as a cumulative record of competencies achieved in the program

In the blank before each competency, place the date on which the student mastered the competency.

Medical Terminology (MET 1213)

_____ 1. Recognize and discuss word components, terms, procedures and abbreviations related to the various body systems.

Medical Law and Ethics (MET 1513)

_____ 1. Define and discuss basic legal concepts.
_____ 2. Perform within ethical boundaries.
_____ 3. Practice within the scope of education, training, and personal capabilities.
_____ 4. Maintain confidentiality.
_____ 5. Document accurately.
_____ 6. Determine needs for documentation and reporting.
_____ 7. Use appropriate guidelines when releasing records or information.
_____ 8. Follow established policy in initiating or terminating medical treatment.
_____ 9. Dispose of controlled substances in compliance with government regulations.
_____ 10. Maintain licenses and accreditation.
_____ 11. Monitor legislation related to current healthcare issues and practices.
_____ 12. Maintain liability coverage.
_____ 13. Discuss legal responsibilities for minors, incompetents, and special needs patients.

Pharmacology for Medical Assistants (MET 1713)

_____ 1. Calculate drug dosages.
_____ 2. Identify the major drug classifications.
_____ 3. Identify the five controlled substances schedules.
_____ 4. State principles of medication administration.
_____ 5. State the routes of medication administration and be able to state advantages and disadvantages of each.

Medical Business Practices (MET 1314)

_____ 1. Display professionalism.
_____ 2. Evaluate understanding of communication.
_____ 3. Perform administrative duties.
_____ 4. Manage the office environment.
_____ 5. Manage practice finances.

Medical Transcription (MET 1323)

_____ 1. Utilize knowledge of medical transcription.
_____ 2. Perform medical transcription.
_____ 3. Describe the rules, organization and structure of the program, hospital, and profession.

Clinical Procedures I (MET 1413)

_____ 1. Display professionalism.
_____ 2. Evaluate understanding of communication.
_____ 3. Perform clinical duties.

Medical Laboratory for Medical Assistants (MET 2614)

_____ 1. State the organization and function of the medical laboratory.
_____ 2. Perform clinical duties.
_____ 3. Manage the office.

Medical Insurance (MET 2524)

_____ 1. Manage practice finances.

Computer Concepts for Medical Assistants (MET 2314)

_____ 1. Post patient charges and payments.
_____ 2. Generate super bills, billing statements, and insurance claim forms.
_____ 3. Age accounts receivable.
_____ 4. Process practice management data.
_____ 5. Print patient and practice reports.

Clinical Procedures II (MET 2423)

_____ 1. Perform clinical duties.

Externship (MET 2916)

_____ 1. Display professionalism.
_____ 2. Use communication skills.
_____ 3. Perform administrative duties.
_____ 4. Perform clinical duties.
_____ 5. Apply legal concepts to practice.
_____ 6. Manage the office.
_____ 7. Provide instruction.
_____ 8. Manage practice finances.

Clinical Review (MET 2432)

_____ 1. Perform general duties of a medical assistant.
_____ 2. Perform administrative duties of a medical assistant.
_____ 3. Perform clinical duties of a medical assistant.